

## Competency Checklist

CRITICAL BEHAVIOR (SOURCE OF PERFORMANCE STANDARD)	*Self Assess	+Eval Method	References (Learning Options)	Validator's Signature	Day/Month/Year	# of times Skills Demonstrated
<h1 style="margin: 0;">Smallpox Vaccine Administration</h1> <p><b>CRITICAL THINKING:</b> Understands clinical guidelines and demonstrates clinical proficiency in appropriate administration, documentation and patient teaching for the smallpox vaccine. Explains procedures in an age-appropriate manner according to the level of understanding of the patient and the family. Approaches patient in professional and non-threatening manner.</p>						
1. Reviews temperature maintenance chart (DA Form 5296-R) to ensure refrigeration maintained at <b>2-8°C or 36-46°F</b> .						
2. <b>Gathers vaccine and supplies</b> for administration (i.e., bifurcated needle, cleansing pads, 2x2 sterile gauze, 4x4 sterile gauze, 2x3 Telfa gauze, Microport, Transpore, Scaupore tape).						
3. Inspects vaccine and diluent for <b>discoloration or particulate matter</b> . Checks expiration date on vaccine and diluent.	<b>CRITICAL THINKING: Do not use if discolored or particulate matter noted.</b>					
4. <b>Washes or sanitizes hands</b> with soap and water or Cal-Stat® and don gloves.						
5. Reconstitutes IAW clinic policy and package insert. Write the date of reconstitution on vial. <b>Vaccine may be stored 90 days after reconstitution.</b> Consults current guidelines. If vaccine was stored from prior session, removes vial from refrigerator and gently swirls vial to ensure resuspension.			Dryvax®, Wyeth Laboratories: <a href="http://www.vaccines.army.mil/mlvax/wyeth.html">http://www.vaccines.army.mil/mlvax/wyeth.html</a>			
6. Ensures <b>Initial Smallpox Vaccination Note</b> and screenings completed, with <b>physician's order</b> before administering vaccine.						
7. Distributes current <b>DoD Smallpox Trifold Brochure</b> to recipient and documents that it was given. Gives current CDC Vaccine Information Statement (VIS).						
8. Verifies patient's identity, reviews and/or clarifies screening questions. Clarifies other questions and concerns.						
9. Selects and cleans vaccination site with alcohol pad or other method, then dries off site with clean gauze.	<b>CRITICAL THINKING: Do not give smallpox vaccination over tattoos or scars. If unsure of site selection, consult a physician. If alcohol used to clean site, skin must be allowed to dry thoroughly to prevent inactivation of vaccine by alcohol</b>					
10. Pulls down "tear tab" from aluminum seal of vial, if present. Removes entire seal from vial. Removes rubber stopper from vial and places stopper on sterile 2x2 package for later reuse			Dryvax®, Wyeth Laboratories package insert			
11. Tears off packet containing single bifurcated needle. Peels back wrapper about halfway, exposing butt-end of needle. Holds butt-end and gently pulls bifurcated point-end free of wrapper.						
12. Dips bifurcated end of needle into vaccine and visually confirms drop of vaccine in space between two prongs (tips).						

I understand that I will be allowed to perform only those tasks listed for my skill level/scope of practice, after I have successfully demonstrated competency in those tasks.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

CRITICAL BEHAVIOR (SOURCE OF PERFORMANCE STANDARD)		*Self Assess	+Eval Method	References (Learning Options)	Validator's Signature	Day/Month/Year	# of times Skills Demonstrated
<b>Smallpox Vaccine Administration</b>		<b>CRITICAL THINKING:</b> Understands clinical guidelines and demonstrates clinical proficiency in appropriate administration, documentation and patient teaching for the smallpox vaccine. Explains procedures in an age appropriate manner according to the level of understanding of the patient and the family. Approaches patient in professional and non-threatening manner.					
13. Holds bifurcated needle at 90-degree angle to site. Vaccinates at same puncture site, using multiple-puncture technique, vigorous enough to allow trace of blood to appear after 15-20 seconds.		<b>CRITICAL THINKING:</b> Skin over insertion of deltoid muscle or posterior aspect of arm over triceps muscle is preferred site for smallpox vaccination. For primary vaccinations, give 3 punctures (jabs). For revaccination, give 15 jabs. If unsure of vaccination results (no trace blood), consult a physician. If needle touched skin, DO NOT redip needle into vaccine.					
14. Wipes off any excess vaccine with dry sterile 4x4 gauze and properly disposes of gauze, needles, syringes, and empty vials in biohazard sharp containers.				Oct 02 and other current Recommendations of Advisory Committee on Immunization Practices (ACIP)			
15. Applies a semi-permeable bandage IAW local policy.				Centers for Disease Control and Prevention (CDC)			
16. Documents date, lot number, manufacturer and site of vaccine on PHS Form 731 and SF 601 or SF 600				DoD Trifold Brochure DoD Smallpox Response Plan CDC VIS			
17. Teaches vaccine recipient about vaccination-site care.							
18. Distributes and explains 30-day diary and vaccination card (if applicable)							
19. Instructs recipient when and where to appear for vaccination-site inspection and vaccination-response evaluation.							
20. Encourages recipients to ask questions, provide answers, and documents verbal/written understanding of education provided. This may be confirmed by the recipient's signature.							
21. Advises recipient to wait ~ 20 minutes before leaving area and to contact a healthcare professional in the clinic if they began to feel "different" than before vaccination.							
22. Washes or sanitizes hands between patient contacts and uses proper aseptic technique. Wears gloves as needed.							
23. Repeats steps 9-15 for each person to be vaccinated, using a new bifurcated needle for each recipient.							
24. Enters all vaccination information into electronic immunization tracking system.							

Name: \_\_\_\_\_

\* E= Experienced      ND = Never Done      NP= Needs Practice      NA= Not Applicable (based on scope of practice)  
 + V= Verbal      D= Demonstrated      L= Lecture or Video      PE = Practical Exercise

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<h2>Smallpox Vaccine Reconstitution</h2>		<b>CRITICAL THINKING:</b> Understands clinical guidelines and demonstrates clinical proficiency in appropriate administration, documentation and patient teaching for the smallpox vaccine. . Explains procedures in an age appropriate manner according to the level of understanding of the patient and the family. Approaches patient in professional and non-threatening manner.						
A. Ensures refrigeration temperature has been maintained. (2° - 8° C or 36° -46°F).								
B. Obtains appropriate vaccine and gathers supplies for administration								
C. Inspects vaccine/ diluents bottles for discoloration and particulate matter. (Do not use if discolored or particulate matter noted).								
D. Checks expiration date on vaccine and diluents.								
E. Washes hands and don personal protection equipment (PPE)								
F. Lifts up tab of aluminum seal on vaccine vial. <b>DO NOT BREAK OFF OR TEAR DOWN TAB</b>				Smallpox Vaccine vial insert Dryvax®, Wyeth Laboratories				
G. Wipes off vial stopper with an alcohol sponge and allows to dry.								
H. Places vaccine vial upright on table and inserts a 21 gauge or smaller needle into rubber stopper to release the vacuum from the vial. Discards the needle in biohazard waste container								
I. Warns diluent by holding in the palm of your hand for 1-2 minutes to reduce viscosity.								
J. Peels open the vented needle package and aseptically removes the needle								
K. Removes rubber cover from end of the diluent syringe.								
L. Attaches vented needle to the hub of the diluent syringe with a twisting motion.								
M. Removes protective cover from the vented needle and expel air from the diluent syringe.								
N. Inserts the needle aseptically through the rubber stopper into the vaccine vial up to the first hub								
O. Depresses the plunger to ensure the entire volume of diluent is delivered into the vial.								
P. Withdraws diluent syringe/vented needle and discards in biohazard waste container.								
Q. Allows vaccine to stand undisturbed for 3-5 minutes. Then if necessary, swirl vial gently to effect complete reconstitution.								
R. Records date of reconstitution.								

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